

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MICROGRAPHICS TECHNICIAN I -
Records Conversion

SALARY GROUP: A09

DEPARTMENT: Classification and Records

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joni M. White DATE: 4/30/2015

POSITION #: 029429

I. JOB SUMMARY

Performs entry-level micrographics work. Work involves setting up, operating, and maintaining micrographics equipment. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Reviews, sorts, organizes, and prepares documents for imaging into an electronic format; and determines correct format and proper equipment settings to produce clear and concise images.
- B. Stores and retrieves imaged documents.
- C. Identifies and reports imaging problems; and performs quality assurance of documents.
- D. Maintains daily production records.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Clerical or secretarial experience preferred.

B. Knowledge and Skills

- 1. Knowledge of the operation and maintenance of imaging equipment preferred.
- 2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
- 3. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill in problem-solving techniques.
7. Skill to prepare and maintain accurate records, files, and reports.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive or intermittent noise, constant noise, dust, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, imaging equipment, and automobile.